

Job posting preview

Close

Supplemental	Click to view Supplemental Application Information All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire to their standard employment application.
Bulletin Number	47883BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Probation
Position Title	INFORMATION TECHNOLOGY SPECIALIST I
Exam Number	F2569A
Filing Type	Open Continuous
Filing Start Date	12/18/2014
Salary Type	Monthly
Salary Minimum	8518.27
Salary Maximum	11172.82
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401 (k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	Acts as a consultant, technical expert, systems architect, or a project manager in a departmental Information Technology organization. Positions allocable to this class act as a consultant to departmental management, or act as an information technology project manager or act as a specialist in a particular area of applications development, database administration, operating systems, information system analysis, or network systems. Incumbents possess extensive knowledge in a specialized field of information technology (IT) and apply advanced methodologies, principles, and concepts to coordinate major projects, analyze new or existing system issues, evaluate and recommend new products and technologies, and identify and resolve complex problems. Incumbents also utilize excellent written and oral communication skills to coordinate projects and activities among agency staff, outside vendors/contractors, and County managers.
Essential Job Functions	Provides systems development or software consulting to departmental project teams and user management in a highly specialized field of information systems design and development. Develops and documents enterprise system architecture for the department. Reviews systems proposals for conformance to standards and integration with the documented enterprise systems architecture. Develops systems for large scale, complex applications ensuring compatibility with long-range departmental strategies. Reviews proposed systems designs to ensure that design criteria are compatible with long-range development plans and methodology and provide the flexibility required by foreseeable future changes in systems requirements. Implements and maintains complex databases which may include multiple platforms, technologies and computing environments. Provides consultation on database design. Performs database administration tasks and provides technical direction and oversight to Database Administrators in a department with one or more very large databases as needed. Solves complex system software, hardware, and performance problems for operating systems, networks, or telecommunications systems. Analyzes system performance data and projects computer workloads for purposes of capacity planning and management. Develops requirements and specifications for specialized and complex programs and

systems.

Performs feasibility studies to determine whether to re-engineer existing applications, develop new applications, or to purchase commercial software applications.
Evaluates server and peripheral hardware for adequacy in meeting projected utilization requirements.
Reviews the work of consultants and vendors to ensure that contract work meets departmental technical requirements and is compatible with enterprise architecture.
Develops strategic and long-range information systems plans.
Supervises or leads other information technology staff as required.

Requirements

SELECTION REQUIREMENTS:

* Graduation from an accredited college or university with a bachelor's degree or higher in Computer Science, Information Systems, Criminal Justice or a closely related field and two (2) years of experience, within the last three years, at the level** of Los Angeles County's class of Principal Application Developer, Principal Information Systems Analyst, or Principal Operating Systems Analyst, Principal Network Systems Administrator or Database Administrator.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience directing, planning, assigning, coordinating, evaluating and managing the work of professional staff in an information technology environment
- Demonstrated project management skills overseeing work activity among multiple teams.
- Experience preparing, reviewing project plans, Statement of Works (SOW), Service Level Agreements (SLA), proposals and cost estimates.
- Demonstrated analytical and problem solving skills.
- Experience working and interfacing with multiple County departments and public sector agencies.
- Strong experience managing vendors and project performance.
- Ability to self-evaluate and quickly adapt to changes.
- Possess excellent written, verbal, and presentation skills.
- Possess excellent interpersonal skills, including leadership, influencing and relationship building across functions.
- Ability to provide clear technical vision and guidance to the organization.
- Ability to maintain high team morale and drive team members.

PROJECT MANAGEMENT

- Certified as a Project Management Professional (PMP) from the Project Management Institute.
- Experience developing an IT PMO Governance and interacting with internal and external stakeholders at various levels in the organization.
- Experience managing large scale projects from initiation to implementation.
- Strong experience developing project documents that include risk matrices, issue logs, project charters, project plans, project budgets, work breakdown structures, project status reports, etc.
- Experience managing multiple projects simultaneously.
- Experience training project managers on best practices and implementing project management standards.
- Strong experience chairing project steering committee meetings and interacting with Executive Management.

BUSINESS APPLICATIONS

- Strong experience managing software development teams with rapid release cycles with experience in all phases of the Systems Development Lifecycle (SDLC).
- Experience in lightweight, rapid development and agile methodologies such as SCRUM.
- Experience in managing law enforcement case management systems and/or content/document management systems.

DATA MANAGEMENT

- Experience in support of Electronic Health/Medical Records applications such as Cerner Millennium.
- Experience in data warehousing architecture (ETL processes, data warehouse staging areas, data marts etc.) and tools.
- Experience in managing or leading a Data Warehouse project.
- Experience with various enterprise architecture frameworks such as TOGAF or Zachman Frameworks.

Special Requirement Information

**Experience at the level of the Los Angeles County's classes listed in the Selection Requirements is defined as follows:

Principal Application Developer: Responsible for performing highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems. This position may also function as a lead for application development projects and may supervise lower level application development staff.

Principal Information Systems Analyst: Responsible for performing highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Acts as a lead or technical consultant for complex systems development projects and may supervise lower level Information Systems Analysts and other technical staff.

Principal Operating Systems Analyst: Responsible for providing technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures and comprehensive back-up and recovery solutions.

Principal Network Systems Administrator: Responsible for providing technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. This position functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff.

Database Administrator: Under direction performs a full range of activities required to support databases running on enterprise-level database management system (DBMS) software.

IN ORDER TO RECEIVE CREDIT FOR THE REQUIRED DEGREE, YOU MUST INCLUDE A LEGIBLE COPY OF THE OFFICIAL DIPLOMA, OFFICIAL TRANSCRIPTS, OR OFFICIAL LETTER FROM THE ACCREDITED INSTITUTION WHICH SHOWS THE AREA OF SPECIALIZATION AT THE TIME OF FILING OR WITHIN 15 CALENDAR DAYS OF FILING.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of two parts:

Part I: An Evaluation of Training, Experience and Education based on application information and supplemental questionnaire, weighted 40%.

Candidates who do not achieve a passing score of 70% or higher on the Evaluation of Training, Experience and Education and supplemental questionnaire will be notified by mail and will not proceed to Part II of this examination. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Part II: A structured interview covering training, experience, personal fitness, and general ability to perform the duties of the position, weighted 60%.

Candidates who do not achieve a passing score of 70% or higher on the Structured Interview will be notified by mail. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible register.

No candidate may compete in this examination more than once every twelve (12) months.

ALL APPLICANTS MUST ENTER A CURRENT/UPDATED EMAIL ADDRESS AND MAILING ADDRESS AT THE TIME OF FILING. ENTERING AN INVALID ADDRESS MAY RESULT IN THE REJECTION OF YOUR APPLICATION DURING THE EXAMINATION PROCESS.

ALL APPLICANTS MUST NOTIFY THE EXAMINATIONS AND RECRUITMENT UNIT IN WRITING OF ANY MAILING AND/OR EMAIL ADDRESS CHANGES VIA FAX TO (562) 401-2885. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.

Special Information FINGERPRINTING AND SECURITY CLEARANCE

A thorough background investigation including, but not limited to a Live Scan will be conducted prior to appointment. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on the employment application, resume, and during the examination process is subject to verification.

Candidates who are found unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

**Vacancy
Information**

The resulting eligible register will be used to fill vacancies in the Los Angeles County Probation Department, Information Systems Bureau.

**Eligibility
Information**

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this exam more than once every twelve (12) months.

Available Shift

Any

**Application and
Filing Information**

Applications will be processed on an as received basis. All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Facsimile and hard copy applications will not be accepted. Applicants are also required to submit a completed Supplemental Questionnaire by attaching it to the application. Failure to submit a completed Supplemental Questionnaire will result in an automatic disqualification.

Note: You must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (562) 401- 2885 within 15 calendar days of filing. Please include your name, the exam number and exam title on the faxed documents.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification's for the job.

We may close this exam at any time without prior notice.

All information is subject to verification. We may reject your application at any time during the selection process.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates, the functions performed including a description of your role, level of involvement, independence, and information about the size of your organization, complexity and level of accountability related to your experience may impact assessment of your qualifications and acceptance into the examination process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	EXAM ANALYST
Department Contact Phone	(562) 940-2659
Department Contact Email	EXAMANALYST@probation.lacounty.gov
ADA Coordinator Phone	(562) 940-3552
California Relay Services Phone	800-735-2922
Job Field	Information Technology
Job Type	Administrative Support

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